



## Peace Corps Passport Application Information and Instructions

Immediately after accessing the New Volunteer Portal, apply for your no-fee passport. If required by your country of service, apply for your visa as well. **PLEASE NOTE: You must apply for your passport/visa immediately to ensure that you are eligible to depart for Peace Corps service.**

You must apply for this passport even if you have a personal passport. Applying for this passport does not invalidate your personal passport. There are two different applications you can use (DS-11 or DS-82). The differences between these applications will be detailed below.

- **Use the DS-82 form if you have a current personal passport** that is signed and in good condition, was issued to you after the age of 16, is in your current name, **and which you will be submitting with your passport application.** Your personal passport and new Peace Corps passport will be given back to you at the staging event, meaning that you will have two valid passports. Click [HERE](#) (pg. 2) to apply using the DS-82 form.
- **Use the DS-11 form if you have a current personal passport but are planning to travel abroad prior to your departure for the Peace Corps.** Click [HERE](#) (pg. 5) for more information, and to access the form. Please note that additional items are included in the instructions for this option.
- **Use the DS-11 form if you do not have a personal passport or a current passport.** Click [HERE](#) (pg. 5) for more information, and to access the form.
- **If your permanent residence is outside of the U.S. or if you are currently overseas and will not return to the U.S. at least three months prior to the scheduled staging date of your program, you must apply for your Peace Corps passport by filling out the DS-11 form and taking all required documents (see [DS-11 instructions](#) on pg. 5) to the nearest American embassy or consulate.** The embassy or consulate will make a photocopy of your personal passport and certify that the original has been examined by them. This photocopy will serve as your proof of U.S. citizenship for your application. The embassy or consulate will then authorize the DS-11 form and will either forward the passport documents to the Special Issuance Agency (SIA) or they will return them to you to submit to CWTSatoTravel yourself. Please follow the guidance of the embassy or consulate. If your passport documents are sent to SIA, you still must send any visa materials to CWTSatoTravel directly. In this case, include a note stating your passport application was sent to SIA passport office. Click [HERE](#) (pg. 5) to apply using the DS-11 form.
- **Everyone must include two copies of the Passport Block Letter with their passport application in lieu of the fee form.** You can find that document [HERE](#) (pg. 9).

Please note that you should complete **either** a DS-82 **or** a DS-11, **not both**.

After reading these instructions, if you have further questions regarding your passport or visa application, please contact CWTSatoTravel at 202.692.1170.

## APPLYING FOR A PASSPORT WITH A DS-82 FORM

\*Applies to DS-82 forms, version 12-2010, which can be found [here](#).

**Use this application if you have a current passport and will not need it until your Peace Corps service.**

You are responsible for making sure your forms are filled out accurately and that the accompanying materials you submit are complete. If they are filled out incorrectly, the delay in processing time may cause you to be removed from your training class. **Please read *all* instructions carefully before you begin the process. These instructions may vary from those on the DS-82 application.**

If you submit your personal passport for the DS-82, make a copy of the first page of your passport and retain it for your records. Please note that your supporting documents will not be returned to you until you arrive at Staging.

### Passport Application Instructions (DS-82 form)

Refer to the following item-specific notes when completing your application.

- Please select “U.S. Passport Book” and “28 Page Book (Standard)”.
- **Item 6:** If you choose to provide your email address, Passport Services will only use that information to contact you if there is a problem with your application or if you need to provide additional information.
- **Item 8:** Use the address below.
  - Street Line 1: US PEACE CORPS CWTSatoTravel
  - Street Line 2: 1111 20<sup>th</sup> St. NW
  - City: Washington
  - State: DC
  - Zip Code: 20526
- **Photograph:** You need two passport-style photographs. This is a very specific style of photograph. Please refer to [this link](#) for photograph requirements. These photographs must be 2” x 2” and the background must be plain white or off-white. Please write your name and country of service on the back of each photo. Example photos can be found [here](#). The Peace Corps requires a professional appearance. Graduation or candid photos cannot be used. **Do not wear a hat, sunglasses, or tank top.** Photos will not be returned.
- **Item 10:** You must provide your valid passport book **or** passport card information and submit it with the application. If you are unsure of the difference between a passport book and a passport card, check [here](#) for an explanation from the Department of State.

**If you have any additional questions, contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170**

- **Item 11:** If you have a change of name, you must provide the original legal documentation that reflects your name change. Photocopies will not be accepted.
- **Item Signature and Date:** Sign and date your completed DS-82 form.
- **Item 15:** List your occupation as “Peace Corps Volunteer”.
- **Item 16:** List your Employer or School as “Peace Corps”.
- **Item 20:** Include your travel date of departure [the orientation date (or staging date) on your Volunteer Assignment Description], length of Peace Corps service (27 months), and country of service (e.g., “Cameroon,” “China,” “Vanuatu,” etc.).

## MAILING INSTRUCTIONS FOR DS-82 PASSPORT FORM

**You must mail your passport and visa applications to Peace Corps Headquarters**, and not to the Department of State’s passport offices. Sending your application to the wrong address could delay processing time, and may cause you to be removed from your training class.

### Mailing Checklist:

The following items should be enclosed in your shipping envelope:

- Completed, signed, and dated DS-82 form
- 2 completed copies of the Passport Block Letter (ONLY complete Sections 1, 2, 5, 6, and 7). The Block Letter can be found [HERE](#) (pg. 9)
- Current personal passport book or passport card (not both)
- Two 2”x2” passport photos (print your name and country of service on the back of each photo)  
*Photos should be recent, within the past 6 months, have a white/off white background, and be printed on photo paper.*
  - Refer to [this link](#) for more detailed information on acceptable photographs.
- Original legal name change documentation, *if applicable*
- Completed visa application(s), *if applicable* (including any necessary photos)

Use a mailing service that can track your shipment, such as DHL, UPS, or FedEx. Retain your tracking number to verify that your package has been received at Peace Corps. Do not use the USPS—this will severely delay your application. **Peace Corps will not confirm receipt of your passport and visa documents, so please refer to your tracking number to confirm delivery.**

**If you have any additional questions, contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170**

Please Remember:

- Using a mailing service such as DHL, UPS, or FedEx, send your passport documents and any applicable visa applications and photos to:
  - Peace Corps Headquarters
  - CWTSATO Travel
  - 1111 20<sup>th</sup> St, NW
  - Washington, DC 20526
- Your DS-82 application does **not** need to be witnessed by a clerk of the court or Post Office acceptance agent.
- There is **not a \$110 processing fee** for a “no-fee” passport used for official government travel as a Peace Corps trainee or Volunteer.
- If you are a married couple filing together, each spouse must complete his or her own passport and visa application form(s) and materials. These applications can be mailed together.
- CWTSatoTravel will not contact you when your envelope is received at headquarters. If there is any incomplete information on your visa or passport application, a CWTSatoTravel representative will contact you.
- All personal forms (e.g., birth certificate, marriage license, naturalization certificate, name change documents, personal passport) will be returned to you at the Staging Event.
- Your Peace Corps passport will be given to you at the Staging Event. It will not be sent to your home address.
- *When you submit your personal passport with the DS-82 passport application, **please ensure that the signature in your personal passport is the same as the signature on your passport application.** If not, the passport agency may refuse to process your no-fee Peace Corps passport.*
- Any delay in the submission of your application forms may result in your passport not being processed in time. You may be removed from your training class.

----- **END OF DS-82 INSTRUCTIONS** -----

**If you have any additional questions, contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170**

## APPLYING FOR A PASSPORT WITH A DS-11 FORM

\*Applies to DS-11 forms, version 12-2010, which can be found [here](#).

Use this application if you do not have a current personal passport or if you will be using your current personal passport for international travel prior to Peace Corps service.

You are responsible for making sure your forms are filled out accurately and that the accompanying materials you submit are complete. If they are filled out incorrectly, the delay in processing time may cause you to be removed from your training class. **Please read *all* instructions carefully before you begin the process. These instructions may vary from those on the DS-11 application.**

You will need to present your documents to a passport acceptance agent at a post office, or a clerk of the court, in order to have your DS-11 passport application witnessed and enclosed in a sealed envelope. You will need to retrieve this sealed envelope from the acceptance agent or clerk so that you can **write your name, birth date, place of birth, country of service and date of service on the outside of the envelope**. If the agent or clerk has an issue with giving you the sealed envelope, please contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170. There will be a \$25.00 application execution fee to be paid to the post office agent or clerk.

Please note that, after sending in your documents to us, you will not receive your supporting documents back prior to Staging. We recommend that you make a copy of these documents to retain for your records

### Passport Application Instructions (DS-11 form)

Refer to the following item-specific notes when completing your application.

- Please select “U.S. Passport Book” and “28 Page Book (Standard)”.
- **Item 6:** If you choose to provide your email address, Passport Services will only use that information to contact you if there is a problem with your application or if you need to provide additional information.
- **Item 8:** Use the address below.
  - Street Line 1: US PEACE CORPS CWTSatoTravel
  - Street Line 2: 1111 20<sup>th</sup> St. NW
  - City: Washington
  - State: DC
  - Zip Code: 20526
- **Photograph:** You need two passport-style photographs. This is a very specific style of photograph. Please refer to [this link](#) for photograph requirements. These photographs must be 2” x 2” and the background must be plain white or off-white. Please write your name and country of service on the back of each photo. Example photos can be found [here](#). The Peace

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Corps requires a professional appearance. Graduation or candid photos cannot be used. **Do not wear a hat, sunglasses, or tank top.** Photos will not be returned.

- **Item Signature and Date:** DO NOT SIGN THE DS-11 APPLICATION. *Sign the application only in the presence of a clerk of the court or post office clerk.*
- **Item 13:** List your occupation as “Peace Corps Volunteer”.
- **Item 14:** List your Employer or School as “Peace Corps”.
- **Item 18:** Include your travel date of departure [the orientation date (or staging date) on your Volunteer Assignment Description], length of Peace Corps service (27 months), and country of service (e.g., “Cameroon,” “China,” “Vanuatu,” etc.).
- **Item 21:** If you have previously been issued a passport, include the passport number and issuance date. Under “Status of Most Recent Passport,” check the appropriate box: Stolen, Lost, or in my possession (if expired). If you are applying with a DS-11 because you need your passport for travel between now and your Staging event, please select “Submitting with Application.” Instead of including your passport, **you must include a photocopy of the bio page of your passport.** If your passport was lost or stolen, you must also submit a Lost/Stolen Application form ([DS-64](#)).

## MAILING INSTRUCTIONS FOR DS-11 PASSPORT FORM

**You must mail your passport and visa applications to Peace Corps Headquarters**, and not to the Department of State’s passport offices. Sending your application to the wrong address could delay processing time, and may cause you to be removed from your training class.

### Mailing Checklist:

The following items should be enclosed in an envelope sealed by the clerk of the court or Post Office passport acceptance agent:

- Completed, signed, and dated DS-11 form
- Supporting documents, such as a certified copy of your birth certificate or Naturalization Certificate or other birth evidence. If you have a current passport but will need it for international travel prior to staging, you **must** include a photocopy of the bio page of that passport submitted **in addition** to your supporting documents.
- 2 completed copies of the Passport Block Letter (ONLY complete Sections 1, 2, 5, 6, and 7). The Block Letter can be found [HERE](#) (pg. 9)
- Two 2”x2” passport photos (print your name and country of service on the back of each photo) *Photos should be recent, within the past 6 months, have a white/off white background, and be printed on photo paper.*
  - Refer to [this link](#) for more detailed information on acceptable photographs.

**If you have any additional questions, contact CWTSatoTravel at 855.855.1961, option 1, ext. 1170**

- Original legal name change documentation, *if applicable*

The following items should be enclosed in your **shipping** envelope:

- The envelope referenced above that was sealed by a clerk of the court or a Post Office passport acceptance agent
- Completed visa application(s), *if applicable* (including any necessary photos)

Use a mailing service that can track your shipment, such as DHL, UPS, or FedEx. Retain your tracking number to verify that your package has been received at Peace Corps. Do not use the USPS—this will severely delay your application. **Peace Corps will not confirm receipt of your passport and visa documents, so please refer to your tracking number to confirm delivery.**

Please Remember:

- Using a mailing service such as DHL, UPS, or FedEx, send your passport documents and any applicable visa applications and photos to:  
  
Peace Corps Headquarters  
CWTSATO Travel  
1111 20<sup>th</sup> St, NW  
Washington, DC 20526
- **There is not a \$110 processing fee** for a “no-fee” passport used for official government travel as a Peace Corps trainee or Volunteer. However, the \$25.00 application execution fee to be paid to the post office agent or clerk still applies.
- If you are a married couple filing together, each spouse must complete his or her own passport and visa application form(s) and materials. These applications can be mailed together.
- CWTSatoTravel will not contact you when your envelope is received at headquarters. If there is any incomplete information on your visa or passport application, a CWTSatoTravel representative will contact you.
- All personal forms (e.g., birth certificate, marriage license, naturalization certificate, name change documents) will be returned to you at the Staging Event.
- Your Peace Corps passport will be given to you at the Staging Event. It will not be sent to your home address.
- Any delay in the submission of your application forms may result in your passport not being processed in time. You may be removed from your training class.

----- **END OF DS-11 INSTRUCTIONS** -----

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